

**LANGLEY
POLICY
DIRECTIVE**

Directive: LAPD 8800.1

Effective Date: July 22, 2004

Expiration Date: June 13, 2008

**Responsible Office: Environmental Management Office, Office of Security
and Environmental Management**

**SUBJECT: Langley Research Center (LaRC) Environmental Compliance,
Restoration, and Pollution Prevention Program**

1. POLICY

- a. It is LaRC policy to comply with all applicable Federal, State, and local environmental regulations, laws, and executive orders. In situations involving noncompliance, LaRC will take immediate corrective action in order to achieve compliance.
- b. LaRC will seek out and implement opportunities to achieve and maintain compliance by emphasizing pollution prevention methodologies. LaRC will give priority to the use of source reduction techniques where source reduction is feasible. LaRC will implement other pollution prevention methods such as materials substitution, reuse or recycling. LaRC is committed to identifying and implementing pollution prevention opportunities through active involvement of all employees.

2. APPLICABILITY

- a. This directive is applicable to employees at Langley Research Center.
- b. This directive may be included as part of a contract with any contractor or subcontractor for performance at LaRC when environmental compliance, restoration, or pollution prevention is involved. When the directive is applicable, the officers and offices of the contractor or subcontractor responsible for environmental protection and enhancement will be designated for interfacing with the Environmental Management Office (EMO) and will be specified in the contract.

3. AUTHORITY

40 Code of Federal Regulations (CFR), Part 1216, "Environmental Quality."

4. REFERENCES

- a. NPD 8500.1, "NASA Environmental Management."
- b. NPR 8570.1, "Energy Efficiency and Water Conservation Technologies and Practices."
- c. NPR 8580.1, "Implementing the National Environmental Policy Act and Executive Order 12114."

- d. NPR 8710.1, "Emergency Preparedness Program."
- e. NPR 8715.2, "NASA Emergency Preparedness Plan Procedures and Guidelines."
- f. NPR 8820.3, "Pollution Prevention."
- g. NPR 8830.1, "Affirmative Procurement Plan for Environmentally Preferable Products."
- h. NPR 8850.1, "Environmental Investigation and Remediation – Potentially Responsible Party Identification and Analysis."
- i. LPR 8800.1, "Environmental Program Manual."
- j. Langley Form 69, "Work Request."

5. RESPONSIBILITIES

- a. The Center Director is responsible for the LaRC environmental compliance, restoration, and pollution prevention program.
- b. Implementation of an effective LaRC Environmental Program is supported through the efforts of an environmental engineering staff assigned to Office of Security and Environmental Management (OSEM), Facility Environmental Coordinators assigned by Program Offices, Research and Technology (R & T) Competencies, Agency Functions, and Business Management Offices, and Center personnel within all of our facilities. Attachment A describes the Environmental Program organization and line and organizational functional authorities and responsibilities.
- c. Because environmental compliance and pollution prevention cannot be separated from planning, management, and operations, the primary responsibility for the environmental program rests with management and the line organization, beginning with the Center Director.
- d. Day-to-day management of the LaRC environmental compliance, restoration, and pollution prevention program is the responsibility of the Environmental Management Office (EMO) comprised of a staff of environmental professionals to ensure compliance with environmental laws and regulations.
- e. Research, engineering, and operations organizations must be responsible for ensuring environmental compliance because of the varying nature and the types of facilities and equipment used at the Center. Each Program Office, R & T Competency, Agency Functions Office, and Business Management Office has the responsibility of assigning Facility Environmental Coordinators to assure proper environmental

compliance for the activities within their designated facilities. EMO is responsible for interfacing with the Facility Environmental Coordinators to achieve program objectives.

6. DELEGATION OF AUTHORITY

- a. The Head, EMO, is delegated functional authority for the program; the EMO is delegated authority for ensuring that programmatic efforts are made and implemented that will provide for compliance with all environmental laws and regulations.
- b. The Head, EMO, is delegated the authority to sign permit applications, reports to regulatory agencies, and other correspondence not specifically required by law or regulation to be signed by the Center Director. The Head, EMO, is also delegated cease and desist authority for any operations which, in the professional judgment of the EMO staff, have an immediate and negative impact on the environment or the Center's ability to comply with permit requirements or appropriate environmental laws and regulations. The Head, EMO, will notify the appropriate LaRC manager of such orders. For operations conducted by contractors, the Head, EMO, will notify the contracting officer and request the contracting officer immediately issue the order to the contractor.

7. MEASUREMENTS

None

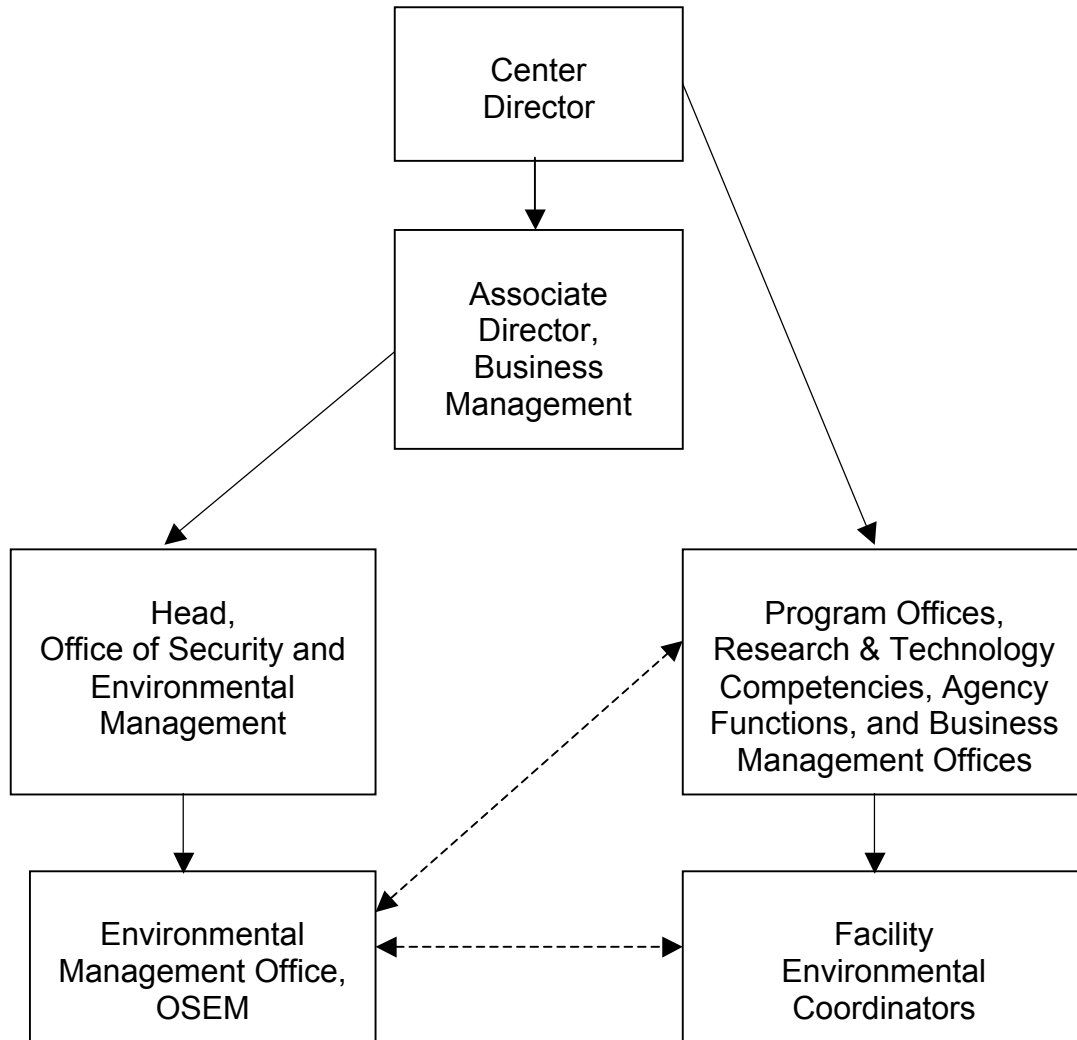
8. CANCELLATION

LAPD 8800.1, dated June 25, 2002.

Delma C. Freeman, Jr.
Acting Director

Attachment A

LaRC Environmental Program Organization, Responsibilities, and Authorities



1. RESPONSIBILITIES (Organization/Official/Action)
 - a. Program Offices, R & T Competencies, Agency Functions, and Business Management Offices
 - (1) Operate facilities in accordance with all applicable environmental laws and regulations and the requirements of LAPG 8800.1, "Environmental Program Manual."
 - (2) Consult the appropriate LaRC EMO staff member on any planned program or project which impacts the environment in any area including:
 - (a) Air resources.
 - (b) Water resources including drinking water and sewage.
 - (c) Hazardous wastes and toxic materials.
 - (d) Solid wastes.
 - (e) Wetlands and aquatic resources.
 - (f) Environmental noise.
 - (g) Endangered species and biotic resources.
 - (h) Possible environmental impact of major actions.
 - (i) Environmental restoration actions.
 - (j) Pollution prevention.
 - (k) Regulatory permits.
 - (3) Implement, maintain and monitor:
 - (a) Pollution prevention, mitigation, and control procedures.
 - (b) Special environmental control techniques.
 - (c) Environmental permit compliance.
 - (4) Appoint, in writing, Facility Environmental Coordinators for facilities and operations under their cognizance. Specify duties of the Facility Environmental Coordinator in performance standards.

b. Facility Environmental Coordinator

- (1) Ensure that all facilities are operated in accordance with applicable laws and regulations and the guidance in LAPG 8800.1, "Environmental Program Manual."
- (2) Is the principal point of contact for all environmental matters concerning a specific facility.
- (3) Review of requests for maintenance, repairs, modifications, or alterations to a facility to ensure that there are no environmental impacts and that pollution prevention is considered in the projects.
- (4) Review operating procedures with the appropriate facility personnel to assure that procedures do not create an environmental problem.
- (5) Notify the EMO and stop any work by a civil servant that presents an environmental compliance problem or is not in accordance with environmental permits. For operations conducted by contractors, notify Head, EMO, who will notify the contracting officer and request issuance of a stop work order.
- (6) Post the name of the Facility Environmental Coordinator on the directory board for the facility.
- (7) Report known or suspected environmental problems to the appropriate EMO staff member.
- (8) Take immediate corrective or remedial measures when facility environmental problems or emergencies are reported during nonduty hours by the NASA Langley Duty Officer or line supervisors. Notify the Head, Environmental Management Office (EMO), or the appropriate EMO staff member. Notify EMO of alternate Facility Environmental Coordinator during periods of extended absence such as annual leave or official travel.
- (9) Participate in annual training provided by EMO.

2. FUNCTIONAL ORGANIZATION / RESPONSIBILITIES

a. Environmental Management Office

- (1) Be cognizant of all environmental laws and regulations affecting the Center.
- (2) Maintain continuing surveillance of Center operations to ensure compliance with all environmental laws and regulations.

- (3) Develop programs and policies to comply with all environmental laws and regulations.
- (4) Provide the sole Center interface with all Federal, State, and local environmental regulatory agencies and other Government agencies concerning environmental compliance matters.
- (5) Develop and update, on a yearly basis, environmental goals for the Center.
- (6) Develop environmental projects and budgets to assure compliance. Includes Environmental Compliance and Restoration (ECR) and LaRC projects and development of the FEDPLAN report.
- (7) Maintain a file of and be familiar with pertinent environmental laws, regulations, and authorities.
- (8) Develop and implement remediation studies and corrective actions for contaminated areas or areas with potential to contaminate.
- (9) Manage hazardous waste operations including overview of inventory, monitoring of central storage facility and off-site waste disposal.
- (10) Prepare applications and obtain all environmental permits. Conduct tests for regular data submittals to state and local authorities to verify compliance.
- (11) Negotiate all environmental compliance and interagency agreements with regulatory agencies.
- (12) Provide support to programs and projects as requested by the program/project manager.
- (13) Develop emergency response plans and capability for hazardous waste and materials spills in coordination with the Emergency Preparedness Officer. Develop and maintain the Center Integrated Spill Contingency Plan.
- (14) Develop and implement a Center Pollution Prevention Plan. Plan includes source reductions, materials substitutions, recycling, and process changes.
- (15) Implement the NASA policy for prevention, control and abatement of environmental pollution.
- (16) Develop and manage, in concert with line management, environmental enhancement and protection programs.

(17) Serve as the technical focus for environmental engineering investigations to provide adequate pollution prevention, abatement, and control techniques.

(18) Prepare monthly and yearly metrics pertaining to the Center's environmental program.

(19) Respond to Center environmental incidents at any time. Coordinate cleanup efforts.

(20) Maintain documentation involved in facilities programs which may affect the quality of the environment, including environmental analyses, assessments, and impact statements.

(21) Maintain and monitor all environmental permits to ensure effluents and emissions meet established standards.

(22) Perform routine monitoring of facilities and operations to ensure environmental compliance.

(23) Develop environmental assessments and impact statements.

(24) Maintain a list of all Facility Environmental Coordinators.

(25) Provide annual training for Facility Environmental Coordinators.

b. NASA Langley Duty Officer

(1) Act as the official contact point for the Center after normal day shift duty hours, including weekends and holidays. (See LAPD 1040.1, "NASA Langley Duty Officer.")

(2) Be familiar with the Center Integrated Spill Contingency Plan.

(3) Notify the Head, EMO, or designated representative, about any questions or problems concerning environmental matters. (See LAPD 1040.1.)

c. Office of Chief Counsel

(1) Provide legal support to EMO.

(2) Act as the focal point for all matters involving Potentially Responsible Parties (PRP) requests or actions from other Government agencies or private sector concerning Center PRP involvement or liabilities. Coordinate with the EMO as required.

(3) Review all Federal Facility Agreements between the Center and regulatory agencies. Coordinate legal issues with NASA Headquarters, Office of the General Counsel.

d. Office of External Affairs

(1) Act as liaison between EMO and media representatives.

(2) Coordinate all environmental program information to be published or provided to the media with EMO for review and approval.

e. Security Office (SO)

(1) Provide for access control to petroleum or hazardous waste/materials spills as required by contingency plans or requested by the Incident Commander.

(2) Assist in access control of designated National Priorities List sites as requested by the Head, EMO, or the Remedial Program Manager.

f. Zone Management Section, Facilities Technical Support Branch

(1) Review and coordinate all maintenance and repair projects for environmental concerns using the environmental checklist on Langley Form 69, "LaRC Work Request."

(2) Maintain completed checklist in files until closeout of project or maintenance action.

g. Employee and Organizational Development Branch, Office of Human Resources

(1) Maintain a record of off-site and on-site civil service training to support regulatory record keeping requirements, and to assist in verification of training received.

(2) Assist the EMO in locating sources of training when requested.

(3) Coordinate the use of Center conference rooms to facilitate on-site training as requested by EMO.

h. Emergency Preparedness Officer

(1) Ensure the Integrated Spill Contingency Plan is appropriately referenced and reflected in the Center Emergency Response Plan.

(2) Coordinate with EMO for review and approval of all aspects of emergency response affecting environmental issues and programs.

i. Engineering Support and Facility Projects Branch

(1) Coordinate National Environmental Policy Act review with EMO as required by LAPG 8800.1.

(2) Coordinate permit requirements with EMO as required by LAPG 8800.1.

(3) Maintain records of all material recycled. Provide input to the EMO for inclusion in the annual recycled materials report.

(4) Act as Center focal point for all energy and water conservation matters. Assign Center Energy Coordinator.

(5) Support Center affirmative procurement of recycled construction materials.

(6) Coordinate "SPEC INTACT" requirements concerning environmental matters with EMO. Review at least yearly.

j. Capital Investment Planning Office

(1) Act as the focal point for all historic and archaeological matters.

(2) Provide list of historical and archaeological sites to EMO for inclusion in Center's Environmental Resources Document.

(3) Provide all environmental projects to EMO for review and approval prior to submittal to NASA Headquarters.

k. Office of Procurement

(1) Forward all purchase requests involving the following materials to EMO for review and approval:

(a) CFC's and ozone depleting materials

(b) hazardous or toxic materials

(c) equipment which will result in the discharge of any substance into the air or water

(2) Notify all LaRC support contractors of the requirements of this LAPD and LAPG 8800.1.

(3) Support Center Affirmative procurement of construction materials with recycled content.

I. Office of Logistics Management

(1) Maintain records of all material recycled.

(2) Provide input to the EMO for inclusion in the annual recycled materials report.

(3) Support Center affirmative procurement of recycled materials.